SAINT LOUIS UNIVERSITY
FY22 BUDGET GUIDELINES
MARCH 2021

The following guidelines have been established to assist in the FY22 Budget process. The FY22 salary increases include a 3% compensation pool for eligible employees and Promotion and Tenure adjustments. As a reminder, position budgets will no longer be used in Workday as they were not providing the same value as they had in Banner.

Schedule
- **03/22/21** – 'FY22 Budget Workbook', 'Budget Base', support for incremental budget increases or decreases, and 'Guidelines' distributed (Note: Fund 81 SLUCare Unrestricted 'FY22 Budget Template' and instructions were distributed 03/08/21.)
- **03/23/21** – Business Manager Meeting to review budget process.
- **05/07/21** – 'CR - HR – Workday Merit Compensation Excel Workbook' and 'FY22 Budget Workbooks' are due to the respective Office. This includes:
    - All Administrative units
    - VP Academic Affairs (individual Schools/Colleges may close before this date pending Academic Affairs budget planning)
    - School of Medicine units (individual departments may close before this date pending Medical Center Finance budget planning)
      Note: Fund 81 SLUCare Unrestricted 'FY22 Budget Template' are due 04/02/21. The 'CR-HR-Workday Merit Compensation Excel Workbook' is due 05/07/21.
- **May/June:**
    - Budget Office ensures 'Budget Base' and 'FY22 Budget Workbook' balance, salaries and benefits per the compensation reports are in line with personnel budgets, and load submitted budgets in Workday via EIBs.
    - Human Resources will load new FY22 salaries in Workday for Faculty and Staff impacted by the annual salary review process.
    - Promotion and Tenure increases should be entered by the departments as promotions, so the title reflects the new academic rank.
    - Human Resources will notify Business Managers of final approved compensation allocations and Business Managers can begin the process of notifying Staff employees what their increase will be on July 1.
    - Business managers can start to adjust costing allocations/labor distributions for the next fiscal year to ensure paid allocations match budgeted allocations. These should be *future dated* costing allocations.
- **07/01/21** – Start of new fiscal year and FY22 Budgets available in Workday.
- **07/02/21** – Costing Allocation/Labor distribution changes need to be complete for first biweekly payroll.
- **07/15/21** – Costing Allocation/Labor distribution changes need to be complete for July monthly payroll.

Compensation Pools
The University will allocate a total pool of 3% (2% for merit and 1% for equity) for Faculty and Staff salary adjustments in FY22. The Board of Trustees supported our commitment that one-third of any pool for raises be devoted to addressing equity issues. The Board of Trustees mandated that the merit pool is not distributed across the board and requests evidence of such. Faculty Promotion and Tenure amounts are in addition to the 3% compensation pool.

2% Merit Pool:
- Merit allocations should be tied to 2020 performance evaluation ratings. The University is placing an emphasis this year on differentiation both in performance ratings as well as merit allocation. It is expected that merit increases for employees who receive a "Meets Expectation" rating will be less than for those employees who receive an "Exceeds Expectation" rating.
- Generally, merit increases should fall in the following ranges:

Exceeds Expectations	2-5%
Meets Expectations	1-2%
Does Not Meet Expectations	0%

- There should be consistency between merit allocations and performance ratings across each respective unit.
- Managers may justify slightly different merit allocations for employees with the same rating when performance within that performance rating is demonstrably different.
- In addition, if two employees perform similarly, consideration of where each employee falls within their pay grade may justify an employee who is on the low end of the pay grade receiving a higher merit allocation than an employee on the high end of the pay grade.
- Employees who receive a "Do Not Meet Expectations" rating or are currently on a performance improvement plan are ineligible for a merit allocation.
- Employees hired between **July 1, 2020 and December 31, 2020** may be eligible for a performance-based increase pro-rated based on months in the position.
- For employees hired after **September 19, 2020**, pro-rated merit proposals should be accompanied by an Interim Check-In review since these employees did not receive a 2020 Year End Review from Human Resources.
- Employees hired **January 1, 2021** or later are not eligible for a merit increase on **July 1, 2021**.
- Increases recommended for Staff paid through accounts other than the University's unrestricted operating funds should be consistent with these compensation guidelines and must be funded out of the grant or designated fund being used to pay the individual.

1% Equity Pool:
This pool will be centrally distributed by Human Resources (staff) and the Provost Office (non-medical faculty) based on those findings of pay equity studies that will be completed before FY22.

Exclusions from 3% Compensation Pool
To assist in the funding of additional compensation for the University's Staff and Faculty, despite continuing challenges in our industry, the following Employee Types and Earnings were excluded from the merit pool calculation:

- Vacant positions as of December 31
- Student Workers
- Graduate Assistant Stipends
- Supplemental Pay
- Overtime
- Administrative Appointments
- SLUCare Faculty who are eligible for the SLUCare Participant Compensation Plan

Performance Evaluation
The 2020 Year End Review is available in Workday. Staff self-evaluations were due February 19th and Supervisor Evaluations due March 31st. See the January and February Bulletins from Human Resources for additional information.

Budget Base

The 'Budget Base' received on March 22nd, 2021 includes compensation pools, permanent budget amendments through December 31st, 2020, financial aid, contractual increases, new spend, previously approved program expenses, and any other adjustments (i.e., expense reductions). Please remember to address all FY22 items listed on your 'Budget Base' prior to submitting your 'FY22 Budget Workbook'. As always, if you have any questions, do not hesitate to contact Financial Planning & Budget at budgetoffice@slu.edu.

Workday Reports Needed

1. Personnel Budgets:
   a. **CR-HR-Budget Preparation Estimated Annual Compensation**
   b. **CR-HR-Budget Preparation Cost Allocation – Burst** (found in Notifications)
   c. **View Open Positions with Reference ID**

2. General Expense Budgets:
   a. **Find Budget Amendments for Organization**
   b. **CR-FIN-Budget vs Actuals by Org**

3. Files to be Completed:
   a. FY22 Budget Workbook (Excel file provided by the respective Budget Office)
   b. **CR-HR-Workday Merit Compensation Excel Workbook**

Personnel Budget

As previously stated, starting in FY22, position budgets will no longer be used in Workday as they were not providing the same value as they had in Banner. The personnel budget is included in the 'Budget Base' but will need to be keyed into the 'FY22 Budget Workbook' by Cost Center/Program/Spend Category after allocating merit and arriving at the expense in the following steps.

Step 1:

In the Workday search bar type 'CR-HR-Budget Preparation Estimated Annual Compensation' then complete the following fields:

- Effective Date: enter today to retrieve most recent information
- Organization: select Cost Center/Cost Center Hierarchy
- Check box for 'Return only Workers with NO Allocations'

Click OK.

When the report opens, click on export to Excel in the upper right-hand corner of the screen. Note, if a worktag is not being used (e.g., project), there will not be a column for it included in the report.

This report will return all Workers that have a position sitting in the Cost Center Hierarchy and no Position or Earning allocation has been entered therefore the Worker is charged to their Position Organization Assignment as noted in columns O - W. This is also where Worker should be budgeted. Please note, the 'Merit Plan Assignment Details' column indicates a Worker's merit eligibility if there is a 2.00. This does not mean the Worker will receive 2.00 merit as that will be determined in the following steps.

1. To adjust the Base Pay, insert 3 columns to the right of 'Total Base Pay Annualized' and title as:

   a. Merit % (enter increase percentage such as .02)

   b. Merit Amount (enter a formula to multiply 'Total Base Pay Annualized' by 'Merit %')

      c. FY22 Base Pay (enter a formula that sums 'Total Base Pay Annualized' plus 'Merit Amount')

2. To adjust the Allowance budget, key new amount in 'Total Allowance Pay Annualized' column.

3. To calculate FY22 Total Compensation, insert 1 column to the right of 'Total Allowance Pay Annualized' column and title as:

      a. FY22 Total Compensation (enter a formula that sums 'FY22 Base Pay' plus 'Total Allowance Pay Annualized')

Filter by fund '11 Operating Fund'.

Filter by 'Cost Center' and 'Spend Category (from Position Organization Assignments)' then total the 'FY22 Total Compensation' column. Key this amount in the 'FY22 Budget Workbook' on the appropriate Cost Center or Program tab in the correct Spend Category line in the FY22 Budget column. Repeat this until you have covered each Cost Center and Program included in the report. The fringe benefits will automatically calculate. If there is a new Cost Center to budget but it is not currently included in the 'FY22 Budget Workbook' contact the budgetoffice@slu.edu.

For Fund 81 SLUCare Unrestricted ONLY:

Filter by 'Fund 81 SLUCare Unrestricted'. First filter by 'Specialty' and 'Spend Category' then total the 'FY22 Total Compensation' column. Allocate the annual salary to each month of the year. Key the monthly amounts in the 'FY22 Budget Template' on the appropriate Specialty tab in the correct Spend Category line. Repeat this until you have covered each Specialty included in the report. Next repeat for each Program included in the report. For departments not budgeting by Specialty or Program, repeat the above steps for each Cost Center. The fringe rates will automatically calculate. Please upload this file to your Department's Google Drive budget folder. Include attrition for any employees on the 'Attrition' tab of the 'FY22 Budget Template' by month.

Step 2:

Rerun the 'CR-HR-Budget Preparation Estimated Annual Compensation' report then complete the following fields:

- Effective Date: enter today to retrieve most recent information
- Organization: select Cost Center/Cost Center Hierarchy
- Check box for 'Return only Workers with Earning Allocations'
- Check box for 'Return only Workers with combination of Position/Earning Allocations'

There is another option to 'Exclude Allowances' in this report and it will minimize the number of rows however if you have allowances to budget that carry over into the new fiscal year, you may want to include them even though merit would not be applicable as noted in the 'Merit Plan Assignment Details' column. Additionally, if a Worker had an allowance at any point during the year, they would populate in the report although the amount could be $0 if it has already ended.

When the report opens, click on export to Excel in the upper right-hand corner of the screen. Note, if a worktag is not being used (e.g., project), there will not be a column for it included in the report.

This report will return all Workers that have a position sitting in the Cost Center Hierarchy with a Position or Earning costing allocation on either the Base and/or Allowance Pay. For example, this means the Base Pay may not have a costing allocation but since the Allowance does, it will be reflected in this report.   To determine which Pay (or both) has the costing allocation, refer to the 'Compensation Plan Amount –

Annualized' column in the 'Worker Allocation Detail section'. The 'Worker Allocation Detail' section indicates where the Worker is charged and should be budgeted when there is a costing allocation. If part of the Worker's Pay does not have a costing allocation, the Position Organization Assignment in columns O – W should be used for the budget. Please note, the 'Merit Plan Assignment Details' column indicates a Worker's merit eligibility if there is a 2.00. This does not mean the Worker will receive 2.00 merit as that will be determined in the following steps.

If the Worker has multiple costing allocations within the Cost Center or outside of the Cost Center, it will be reflected in this report. If there are positions that sit outside of the Cost Center but are being charged to your Cost Center, those amounts will NOT be reflected in this report but will be addressed later in the 'CR-HR-Budget Preparation Cost Allocation - Burst' report. Due to security surrounding the 'CR-HR-Budget Preparation Cost Allocation - Burst' report, it has been sent via Notification to the Cost Center Manager.

1. To adjust Base or Allowance Pay without allocations follow Step 1 above.

2. To adjust the Base or Allowance Pay with allocations, insert 3 columns to the right of 'Allocation Distribution Amount' within the 'Worker Allocation Detail' section and title as:

   a. Merit % (enter increase percentage such as .02)

   b. Merit Amount (enter a formula to multiply 'Allocation Distribution Amount' by 'Merit %')

   c. FY22 Base Pay (enter a formula that sums 'Allocation Distribution Amount' plus 'Merit Amount')

3. To adjust the Allowance budget, insert 1 column to the right of 'FY 22 Base Pay' and title as:

   a. FY22 Allowance (reference column 'Total Allowance Pay Annualized' and 'Allocation Distribution Amount' for current allowance, then key in new amount)

Filter by fund '11 Operating Fund' in the 'Worker Allocation Detail' section.

For Pay without Allocations: Filter by 'Cost Center' and 'Spend Category (from Position Organization Assignments)' then total the 'FY22 Total Compensation' column. Key this amount in the 'FY22 Budget Workbook' on the appropriate Cost Center or Program tab in the correct Spend Category line in the FY22 Budget column. Repeat this until you have covered each Cost Center and Program included in the report. The fringe benefits will automatically calculate.

For Pay with Allocations: In the 'Worker Allocation Detail' section, filter by 'Cost Center', 'Program' (if applicable), and 'Spend Category (from Costing Allocation)' then total the 'FY22 Base Pay' and 'FY22 Allowance' columns. Key these amounts in the 'FY22 Budget Workbook' on the appropriate Cost Center or Program tab in the correct Spend Category line of the FY22 Budget column. Repeat this until you have covered each Cost Center and Program included in the report. The fringe benefits will automatically calculate. If there is a new Cost Center or Program to budget but it is not currently included in the 'FY22 Budget Workbook' contact the budgetoffice@slu.edu.

For Fund 81 SLUCare Unrestricted ONLY:

Filter by 'Fund 81 SLUCare Unrestricted'. In the 'Worker Allocation Detail' section, first filter by 'Specialty' and 'Spend Category' then total the 'FY22 Base Pay' and 'FY22 Allowance' column. Allocate the annual salary to each month of the year. Key the monthly amounts in the 'FY22 Budget Template' on the appropriate Specialty tab in the correct Spend Category line. Repeat this until you have covered each Specialty included in the report. Next repeat for each Program included in the report. For departments not budgeting by Specialty or Program, repeat the above steps for each Cost Center. The fringe rates will

automatically calculate. Please upload this file to your Department's Google Drive budget folder. Include attrition for any employees on the 'Attrition' tab of the 'FY22 Budget Template' by month.

Step 3:

As previously mentioned, if there are positions that sit outside of the Cost Center Manager's Cost Center but are being charged there, those amounts will ONLY be reflected in the 'CR-HR-Budget Preparation Cost Allocation - Burst' report. Due to security surrounding the 'CR-HR-Budget Preparation Cost Allocation - Burst' report, Cost Center Managers cannot run it ad hoc. It is a scheduled report sent via Notification to the Cost Center Manager.

Since the 'CR-HR-Budget Preparation Cost Allocation - Burst' report includes any Worker that has a portion of their compensation charged to the Cost Center (similar to the 'PRISM – LBD002 Labor Distribution Details' report), the Cost Center Manager needs to remove the Workers already included in the 'CR-HR-Budget Preparation Estimated Annual Compensation' report and leave only those workers that have a position sitting OUTSIDE their Cost Center. To do this, filter the first 'Cost Center' column and check only the boxes of outside Cost Centers. Then replicate the process referenced in Step 2 to determine budget needed to cover these Workers.

Step 4:

Adjuncts, Student Workers, and Graduate Assistants are excluded from the above reports. The budgets for these Employee Types should be determined as follows or based on prior year actuals (review the 'CR-FIN-Budget vs. Actuals by Org') if comparable:

- Adjuncts - # needed * hours * rate
- Student Workers - # needed * hours * rate
- Graduate Assistants – awarded stipends

Key these amounts in the 'FY22 Budget Workbook' on the appropriate Cost Center or Program tab in the correct Spend Category line of the FY22 Budget column. The fringe benefits will automatically calculate. If there is a new Cost Center or Program to budget but it is not currently included in the 'FY22 Budget Workbook' contact the budgetoffice@slu.edu.

Now that the filled positions have been budgeted, the following step pertains to budgeting for vacant positions.

Step 5:

In the Workday search bar type 'View Open Positions with Reference ID'. For Organization select the leader of the Cost Center Hierarchy. Check box for 'Include Subordinate Organizations'.

Click OK.

This report will return all Open Positions in the Cost Center Hierarchy. If any positions are to be filled during FY22, add the Default Position Compensation, or intended salary, to the 'FY22 Budget Workbook' on the appropriate Cost Center or Program tab in the correct Spend Category line of the FY22 Budget column. The fringe benefits will automatically calculate.

For Fund 81 SLUCare Unrestricted ONLY:

If any positions are to be filled during FY22, add the Default Position Compensation, or intended salary, to the 'Attrition' tab, by month, of the 'FY22 Budget Template'.

<u>Step 6</u>:

Compare the compensation and benefits totals in the 'FY22 Budget Workbook' to the 'FY22 Budget Base'. Any excess should be budgeted in the 'FY22 Budget Workbook' to an Attrition spend category in the Vice President or Dean's Cost Center in the FY22 Budget column. This is essentially any discretionary funding for the Vice President or Dean. The associated fringe benefits will need to be calculated manually and entered in the corresponding FB Attrition Spend Category in the FY22 Budget column. (This step is not applicable for Fund 81 SLUCare Unrestricted as attrition instructions have been included in the above steps.)

In summary, personnel budgets need to be managed in total by reviewing the following and comparing to the Cost Center and Program budgets by spend category:

- List of current employees' salaries and fringe
- List of current vacant positions' salaries and fringe
- Positions to be opened salaries and fringe
- Adjunct pool (if applicable) and fringe
- Student Workers pool
- Graduate Assistants (if applicable) pool
- Amount earmarked for overtime, increases, supplemental pay, and fringe

General Expense Budget
The general expense budget is included in the 'Budget Base' but will need to be keyed into the 'FY22 Budget Workbook' by Cost Center/Program and Spend Category. (This step is not applicable for Fund 81 SLUCare Unrestricted as general expense instructions have been included in SLUCare FY22 Budget Instructions sent on 03/08/21.)

The 'FY22 Budget Workbook' contains the following:

- Directions tab
- Summary tab (adds all Cost Center and Program tabs together)
- Individual Cost Center and Program tabs (amounts on the Cost Center tabs do not include the Program amounts within the Cost Center; Programs have their own budgets and need to be handled separately)
- FY20 Actuals (raw data and pivot table)
- FY21 Original Budget (raw data and pivot table)

Each Cost Center and Program tab include FY20 Actuals, FY21 Original Budget, and a blank FY22 Budget column by Spend Category (Personnel) and Spend Category Hierarchy (General Expense). The FY22 Budget column is editable and available for business managers to enter their budget for FY22. The amounts entered in the FY22 Budget column will populate an EIB which will be loaded into Workday by the Budget Office.

General Expense budgets can be moved to different Spend Category Hierarchies within General Expense but not to/from Personnel Spend Categories.

To view your cost center's FY21 YTD Actuals, use the 'CR-FIN-Budget vs Actuals by Org' report in Workday.

In the Workday search bar type 'CR-FIN-Budget vs Actuals by Org' then complete the following fields:

- Organization: select Cost Center
- Fund: 11 Operating Fund
- Period: select most recent
- Plan Structure: SLU Virtual University Budget
- Plan Name: FY21 Total Operational Budget
- Book: Department (already populated)

Click OK.

Review the general expense actuals against the 'FY22 Budget Workbook' tabs for reasonableness. If satisfied with the budgets entered, compare the general expense totals in the 'FY22 Budget Workbook' to the 'FY22 Budget Base'. The FY22 Budget column on the Summary tab in the file must agree to the 'FY22 Budget Base' total. The 'FY22 Budget Base' total has been included in the 'FY22 Budget Workbook' to assist in reconciling the two files.

Now that the personnel and general expense budgets have been determined, adjust a Worker's pay by completing the following.

Compensation
In the Workday search bar type 'CR-HR-Workday Merit Compensation Excel Workbook'. For Organization select the leader of the group. Make sure there's a checkmark at 'Include suborganizations'.

Click OK.

When the report opens, click on export to Excel in the upper right-hand corner of the screen.

The report will now be in Excel and ready for updates. The only columns that can be altered in this report are salary related columns to be added that are referenced below.

Note: Do not enter salary or hourly rate increases for student workers, graduate assistants/stipends, and adjunct faculty for this process.

1. To adjust the salary, insert 3 columns to the right of Salary Plan Assignments Amount and title as:

    a. Merit Increase Amount (enter increase amount). This should be consistent with the merit entered in the 'CR-HR-Budget Preparation Estimated Annual Compensation.

    b. New Total Salary (enter a formula that sums Salary Plan Assignments Amount plus Merit Increase Amount).

    c. New Total Budget (enter a formula which multiplies New Total Salary* FTE (col B)). Enter a total at the bottom of this column, to compare to the budget bases and 'CR-HR-Budget Preparation Estimated Annual Compensation' report.

2. To adjust the hourly rate, insert 3 columns to the right of Hourly Plan Assignments Amount and title as:

    a. Merit Increase Hourly Rate (enter hourly increase amount). This should be consistent with the annualized merit entered in the 'CR-HR-Budget Preparation Estimated Annual Compensation' report.

b. New Hourly Rate (enter a formula that sums Hourly Plan Assignments Amount plus Merit Increase Hourly Rate).

c. New Annual Amount (enter a formula that multiplies New Hourly rate * FTE (col B) * 2,080 hours). Enter a total at the bottom of this column, to compare to the budget bases and 'CR-HR-Budget Preparation Estimated Annual Compensation' reports.

3. If an Allowance needs to be adjusted, please contact Comp@slu.edu to determine if this can be done through this process or needs to be done as a Job Change/Promotion directly into Workday.

SAINT LOUIS UNIVERSITY
FY22 FRINGE BENEFIT RATES

LEDGER ACCOUNT	SPEND CATEGORY	UNIVERSITY FRINGE RATE	SPON PRO FRINGE RATE
SLUCARE RELATED RATES:			
5000: Salaries and Wages	FT Faculty SLUCare	17.25%	9.80%
5000: Salaries and Wages	FT Faculty Supplemental-SLUCare	15.75%	9.80%
5000: Salaries and Wages	FT Faculty SLUCare Incentive Pay Accrual	17.25%	9.80%
FULL TIME RATES:			
5000: Salaries and Wages	FT Faculty Regular Postdoc	33.25%	19.50%
5000: Salaries and Wages	FT Faculty Regular Session	33.25%	19.50%
5000: Salaries and Wages	FT Staff Administrative Base	33.25%	19.50%
5000: Salaries and Wages	FT Staff Salaried	33.25%	19.50%
5000: Salaries and Wages	FT Staff Hourly	33.25%	19.50%
5000: Salaries and Wages	Resident	29.00%	19.50%
PART TIME RATES:			
5000: Salaries and Wages	FT Faculty Summer Session	15.75%	14.10%
5000: Salaries and Wages	FT Faculty Supplemental Pay	15.75%	14.10%
5000: Salaries and Wages	FT Staff Differential Pay	15.75%	14.10%
5000: Salaries and Wages	FT Staff Overtime	15.75%	14.10%
5000: Salaries and Wages	FT Staff Supplemental Pay	15.75%	14.10%
5000: Salaries and Wages	PT Faculty Regular Session	15.75%	14.10%
5000: Salaries and Wages	PT Faculty Summer Session	15.75%	14.10%
5000: Salaries and Wages	PT Faculty Supplemental Pay	15.75%	14.10%
5000: Salaries and Wages	PT Staff Hourly	15.75%	14.10%
5000: Salaries and Wages	PT Staff Overtime	15.75%	14.10%
5000: Salaries and Wages	PT Staff Salaried	15.75%	14.10%
5000: Salaries and Wages	PT Staff Seasonal Pay	15.75%	14.10%
5000: Salaries and Wages	PT Staff Supplemental Pay	15.75%	14.10%
5000: Salaries and Wages	Resident Supplemental	15.75%	14.10%
ATTRITION:			
5000: Salaries and Wages	Attrition Faculty	Various	
5000: Salaries and Wages	Attrition Merit/Comp Faculty	Various	
5000: Salaries and Wages	Attrition Merit Staff	Various	
5000: Salaries and Wages	Attrition New Faculty	Various	
5000: Salaries and Wages	Attrition New Staff	Various	
5000: Salaries and Wages	Attrition Prom/Eq/Distr Faculty	Various	
5000: Salaries and Wages	Attrition Reclass/Distr Staff	Various	
5000: Salaries and Wages	Attrition Staff	Various	
5000: Salaries and Wages	FB Attrition Faculty	-	
5000: Salaries and Wages	FB Attrition Merit/Comp Faculty	-	
5000: Salaries and Wages	FB Attrition Merit Staff	-	
5000: Salaries and Wages	FB Attrition New Faculty	-	

5000: Salaries and Wages	FB Attrition New Staff	-
5000: Salaries and Wages	FB Attrition Prom/Eq/Distr Faculty	-
5000: Salaries and Wages	FB Attrition Reclass/Distr Staff	-
5000: Salaries and Wages	FB Attrition Staff	-

OTHER:

5000: Salaries and Wages	Federal Work Study	-
5000: Salaries and Wages	Stipends	-
5000: Salaries and Wages	Student/Graduate Assistant Supplemental	-
5000: Salaries and Wages	Student Labor General	-
5000: Salaries and Wages	Student Labor Overtime	-
5000: Salaries and Wages	Student Labor Participant Fees	-